



## Serve Delaware Executive Committee Meeting Minutes

Friday, October 30, 2015

Williams State Service Center, Dover DE  
12:45p.m. – 2:56p.m.

<b>PURPOSE</b> Monthly Executive Committee Meeting	<b>ATTENDEES</b> <b>Commissioners Present (live):</b> Nancy Forster, Kanani Hines <b>Commissioners Present (proxy):</b> Sara Funaiock, Margarita Rodriguez-Duffy, Georgeanna Windley <b>SOV/Staff Present:</b> Luz Vasquez-Guzman, Charles Harris, Guadalupe Murphy	<b>NOTE TAKER</b> Guadalupe Murphy
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### BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 12:45 pm. by Nancy Forster, Chair of the Commission.

### PUBLIC COMMENT – None

### ROLL CALL – DETERMINATION OF QUORUM

On Friday, October 23, 2015 an Outlook invitation to the meeting was sent to all the Executive Committee Members from Deputy Director, Cynthia Manlove, to attend the special Executive Committee Meeting to review and vote on the 2016 Commission Support Grant. A follow up email was then also sent to committee members.

Roll call was taken to determine a quorum of forty percent of the voting members of the Commission as required by the Bylaws.

Two voting commissioners and three electronic proxies from voting commissioners were in attendance by 12:45pm and there was a quorum.

Proxies from Commissioners Sara Funaiock, Margarita Rodriguez-Duffy and Georgeanna Windley were sent to the Committee Chair of the Administration and Finance Committee of the Governor's Commissions on Community and Volunteer Service and read as follows: I hereby authorize Nancy Forster as a proxy holder for the Governor's Commissions on Community and Volunteer Service Business Meeting on Friday October 30, 2015 to attend and vote on any matters brought before the Commission she deems appropriate.

### APPROVAL OF CONSENT AGENDA – Nancy Forster

#### 1. Approval of Agenda – October 30, 2015 (Revised)

- a. Commission Retreat will be removed from the Business Meeting Agenda.

**Motion #1:** Commissioner Hines moved to approve the revised consent agenda.

**Second:** Commissioner Forster seconded.

**Vote: Yes:** Commissioner Hines, Forster

**Proxy:** Commissioners Funaiock, Rodriguez-Duffy, Windley

All in favor. Motion was carried.

### CNCS 2016 SUPPORT GRANT

Commission Vice-Chair Kanani Hines presented the proposed 2016 Commission Support Grant to the Executive Committee. Commission committee members and staff from the State Office of Volunteerism then worked collaboratively to revise and finalize the grant narrative and the budget.

**Motion #2:** Commissioner Hines moved that the Executive Committee accept the 2016 Commission Support Grant Narrative and Budget with the changes that have been agreed upon by the committee and approve the submission of the revised grant in eGrant before the November 2, 2015 deadline.

**Second:** Commissioner Forster seconded.

**Vote: Yes:** Commissioner Hines, Forster

**Proxy:** Commissioners Funaiock, Rodriguez-Duffy, Windley  
All in favor. Motion was carried.

Commission Chair Nancy Forster announced that she was invited to attend a meeting with Kevin Kelly, the DHSS Director of the Division of Management Services. The meeting will also include two other Commissioners. The meeting was organized by the Governor's Office in relation to the report that was presented to the Full Commission at the September 24, 2015 meeting. Commission Chair Forster reported that if anything comes from the meeting with Mr. Kelly that she would inform the Full Commission on the matters.

#### **ADJOURN**

**Motion #3:** Commissioner Hines moved that the Commission meeting be adjourned.

**Second:** Commissioner Forster seconded the motion.  
All in Favor. Motion is carried.

Meeting was adjourned at 2:56 PM.

Submitted by:

Margarita Rodriguez-Duffy, Commission Secretary